

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

July 11, 2012

SUBJECT: SEARCH WARRANT AND WARRANT SERVICE/TACTICAL PLAN
CHECKLIST, FORM 12.25.01- ACTIVATED; AND SEARCH WARRANT
AND PROBABLE CAUSE ARREST WARRANT PROCEDURES - REVISED

PURPOSE: Currently, there are various versions of the
Warrant Service/Tactical Plan Checklist that are
being utilized by Areas and specialized divisions for warrant
service operations. This Order activates the Search Warrant and
Warrant Service/Tactical Plan Checklist, Form 12.25.01, in order
to create uniformity throughout the Department. Furthermore,
this Order revises Department Manual Section 4/742.10, *Search
Warrant and Probable Cause Arrest Warrant Procedures*.

PROCEDURE:

I. SEARCH WARRANT AND WARRANT SERVICE/TACTICAL PLAN
CHECKLIST, FORM 12.25.01 - ACTIVATED. The Search Warrant
and Warrant Service/Tactical Plan Checklist,
Form 12.25.01, is activated. This form is to be
completed in addition to the Warrant Service/Tactical
Plan Report, Form 12.25.00, when completing a search or
Ramey warrant.

A. **Use of Form.** The concerned employee must complete
the tasks listed on the checklist and submit the
completed checklist with the warrant package.

B. **Completion.** The completion of this form is
self-explanatory.

C. **Distribution.**
1 - Original, warrant package.
1 - TOTAL

II. SEARCH WARRANT AND PROBABLE CAUSE ARREST WARRANT
PROCEDURES - REVISED. Attached is the revised Department
Manual Section 4/742.10 with revisions indicated in
italics. This Section has been revised to add the
completion of the Search Warrant and Warrant
Service/Tactical Plan Checklist, Form 12.25.01, for
warrant service operations.

July 11, 2012

FORM AVAILABILITY: The Search Warrant and Warrant Service/Tactical Plan Checklist, Form 12.25.01, is attached for immediate use and is accessible in LAPD Forms, on the Department's Local Area Network (LAN). All other versions of this form shall be marked "obsolete" and placed into the Area/divisional recycling bin.

AMENDMENTS: This Order amends Section 4/742.10 of the Department Manual and activates the Search Warrant and Warrant Service/Tactical Plan Checklist, Form 12.25.01. The Form Use Link applicable to the Search Warrant and Warrant Service/Tactical Plan Checklist, is accessible in LAPD Forms, on the Department's LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**LOS ANGELES POLICE DEPARTMENT
SEARCH WARRANT AND
WARRANT SERVICE/TACTICAL PLAN CHECKLIST**

(This form is to be completed for each location searched and included in the
Search Warrant Package)

DR #: _____ WARRANT #: _____

Note: Review Department Manual Section 4/742.10 and 4/742.30 for additional information.

This Checklist has been developed to assist officers in completing numerous administrative requirements for documenting search warrants and in completing the Warrant Service/Tactical Plan Report (Tac Plan), Form 12.25.00.

I. Review of the Warrant Affidavit:

- ☐ The concerned supervisor reviewed the Warrant Affidavit and placed his/her initials AND serial number on the lower right hand corner of EACH PAGE of the original Warrant Affidavit.

Is a Tac Plan required with this warrant? (Check appropriate box below.)

Note: Per Department Manual Section 4/742.10, a Tac Plan or Employee's Report, Form 15.07.00, is NOT required for search warrants when: targeting only global positioning system (GPS) devices; for Third Party Records (e.g., telephone or bank records); warrants are served at secure locations (e.g., police facilities, jail facilities, prisons, official police garages, etc.); or, for crime scene searches requiring a Mincey Warrant.

- ☐ Yes, a Tac Plan is required. Skip to the *Warrant Service/Tactical Plan Report*, Section II.
- ☐ No, a Tac Plan is not required. (Complete the remainder of this section.)
- ☐ Provide a short explanation of why a Tac Plan is not required:

- ☐ Complete a 15.07.00 if required by Department Manual Section 4/742.10.
- ☐ Have the 15.07.00 APPROVED and SIGNED by the Area/specialized division commanding officer (CO).
- ☐ Include the 15.07.00 in the Search Warrant Package.

II. Warrant Service/Tactical Plan Report:

Note: All boxes in Sections II and III shall be checked.

- ☐ The correct Tac Plan was used (the seven-page report – revised 4/2011).
- ☐ A separate Tac Plan and a separate Checklist were completed for each location of a multi-location search warrant.
- ☐ The officer responsible for the Tac Plan(s) completed Pages 1-6 and submitted the plan(s) to the concerned supervisor prior to the warrant service.
- ☐ The concerned supervisor reviewed and approved the Tac Plan(s) prior to the warrant service and signed as *Approving Supervisor* at the bottom of Page 1. (The supervisor initialing must NOT be the same person as the Affiant.)
- ☐ The CO or designee reviewed and approved the Tac Plan by placing his/her initials on the bottom right hand corner of Page 1.
- ☐ The supervisor ensured that all involved personnel received a proper briefing prior to the service.
- ☐ The proper notifications were made and documented in the Tac Plan [e.g., Metropolitan Division (supervisor), Watch Commander (WC) of the concerned LAPD Area, WC for outside agency].
- ☐ A supervisor was present at each individual search location throughout the entire search.
- ☐ If the Affiant was a uniformed GED officer, ensure a lieutenant or above was present at each search location during the service of the warrant.
- ☐ A supervisor ensured proper documentation of any currency or valuables discovered before or during the search.
- ☐ The supervisor ensured that a copy of the warrant was left at the location.
- ☐ The supervisor ensured a *Receipt for Property Taken into Custody*, Form 10.10.00, was left at the location documenting all property seized.
- ☐ The supervisor ensured the items listed on the Form 10.10.00, matched the items listed on the *Property Report*, Form 10.01.00.
- ☐ After the warrant service, the designated supervisor completed the *Pre/Post Search Conditions* section on Page 6 of the Tac Plan.
- ☐ Following the service of the warrant, the on-scene supervisor at the search warrant service conducted a debriefing no later than the next working day.
- ☐ The name of the supervisor conducting the debriefing is documented on Page 7 in the box labeled "*Debriefing Conducted By.*"
- ☐ The concerned debriefing supervisor completed the section on Page 7 labeled *Debriefing Comments*. The *Debriefing Comments* shall include, at a minimum, information regarding the presence/absence of photos, audio, and/or video; supervisory oversight before, during, and after the service; the date, time and location of the debriefing; issues discussed; and, any training needs that were identified.

III. Additional:

- ☐ The completed Addendum to Search Warrant Return was submitted to the Court no later than 10 business days following the service of the warrant. If not submitted within 10 business days (only in rare circumstances), check the box below and provide a brief explanation.

☐

Date of actual submission: _____

- ☐ A warrant number was obtained from the clerk of the court.
- ☐ All required information is included on the Warrant Tracking Log, Form 08.17.05 (accessible through the Detective Case Tracking System), and the Tac Plan including the warrant number and the date of return.
- ☐ The CO or designee reviewed and approved the Tac Plan within seven business days of the date of the service and signed Page 7.
- ☐ Following the warrant service, the CO reviewed the Tac Plan for completeness and signed Page 7.
- ☐ The CO or designee completed Employee Comment Sheets for each supervisor who provided supervisory oversight at each search warrant location.
- ☐ The Employee Comment Sheets were completed within seven business days of the warrant service.
- ☐ The CO reviewed and signed a printout of the Warrant Tracking Log at the completion of the month. (See Department Manual Section 4/742.10 for exceptions and further instructions.)
- ☐ The original Tac Plan and this Checklist are stored with the Search Warrant and Affidavit in a secure location.

DEPARTMENT MANUAL
VOLUME IV
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742. SEARCH WARRANTS.

742.10 SEARCH WARRANT AND PROBABLE CAUSE ARREST WARRANT

PROCEDURES (see also Section 4/725.12). All Department personnel involved in the service (including the planning and debriefing) of a search or Ramey warrant shall comply with the instructions set forth in the *Search Warrant Service Procedures Guide*, prepared by Investigative Analysis Section, Detective Bureau. Each commanding officer shall be responsible for maintaining the *Search Warrant Service Procedures Guide* and ensuring that such procedures are made available to Department personnel. Department personnel shall follow these guidelines when preparing, obtaining, serving, and returning a search warrant.

Officer's Responsibility. An officer obtaining a search or Ramey warrant shall:

- Review the investigation with his/her immediate supervisor; and,
- Consult with an on-duty investigative supervisor from the investigative entity responsible for the follow-up investigation.

When the officer's supervisor agrees that a search or Ramey warrant is the next appropriate step, the officer shall complete the warrant affidavit and supporting documentation, and submit these documents to his/her supervisor for review and approval.

Upon obtaining a search or Ramey warrant issued by a magistrate, the officer obtaining the warrant shall complete all the required information on the Warrant Tracking Log.

Note: In the event an officer's work location is different from his/her commanding officer's location, the officer shall cause all required information to be entered on their Area/division's Warrant Tracking Log.

- Complete pages 1-6 of the *Warrant Service/Tactical Plan Report*, Form 12.25.00, and the *Search Warrant and Warrant Service/Tactical Plan Checklist*, Form 12.25.01, and submit for approval; and,

Exception: For search warrants targeting only *global positioning system (GPS) devices* or third party records (e.g., telephone, bank records, etc.), no Tactical Plan Report is required. An entry in the Warrant Tracking Log shall be completed, specifically stating "*GPS installation only*" or "*records warrant only*" respectively, in the comments box as described below.

- Maintain (in the Detective Case Package, Control Folder, or Murder Book, as applicable) the search or Ramey warrant and other related documents, including the completed *Warrant Service/Tactical Plan Report*, *Search Warrant and Warrant Service/Tactical Plan Checklist*, Form 12.25.01, Property Report, Form 10.01.00, Receipt For Property Taken Into Custody, Form 10.10.00, and Addendum to Search Warrant Return (Search Warrant Return) Form to the warrant package.

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 14, 2012

Note: When information such as the Division of Records number, case number, search warrant number, or booking number is not available, that information shall be entered on the Log as soon as it becomes available.

After the warrant information has been recorded on the Log, the officer may submit the affidavit and supporting documentation for issuance of a warrant.

Note: When a Ramey warrant is not served, the officer who obtained the warrant shall comply with Manual Section 4/725.12 regarding Probable Cause Arrest Warrants.